

## MINUTES

Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
Regular Board Meeting  
Thursday, December 12, 2024, at 4:00 PM

Truax Building  
41923 Second Street, Fourth Floor  
Temecula, CA 92590

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### I. PRELIMINARY FUNCTIONS

Call to Order – 4 p.m., Meeting recorded by Zoom.

#### Roll Call/Establish a Quorum

Director Parkes appeared via Zoom, stating that he was ill and that under the “just cause” provision of the Brown Act, he requested to appear remotely.

Director Kuhn appeared via Zoom, stating that he was traveling to the CARCD conference on TEAM RCD business and that under the “just cause” provision of the Brown Act, he requested to appear remotely.

A roll call was then taken, with each Director answering present. Directors Present: Teri Biancardi, President; Pablo Bryant, Vice President; New Parkes, Secretary, Director, via Zoom; Rose Corona, Director; Stuart Kuhn, Director, via Zoom.

President Biancardi noted that a quorum of three directors was present in person.

#### Approval of Agenda

Director Parkes moved, and Director Parkes seconded, that the Agenda be approved as presented.

A roll call was then taken and the motion passed unanimously:

Biancardi: Aye

Bryant: Aye

Corona: Aye

Kuhn: Aye

Parkes: Aye

Public Comment – None.

## **II. CONSENT CALENDAR:**

Director Corona requested that #4, Soil and Water Hub

Director Bryant moved, and Director Parkes seconded, that the board: consent calendar be approved as presented,

1. Approve Minutes of the Board of Directors Regular Meeting of November 14, 2024.
2. Approve for current bills and reimbursements:
  - a) Bills paid
  - b) Bills to be paid or reimbursement
  - c) Accounts Receivable
3. Approve monthly financial reports for periods ending November 30, 2024.

A roll call was then taken and the motion passed:

Biancardi: Aye

Bryant: Aye

Corona: Aye

Kuhn: Aye

Parkes: Aye

The board then discussed the Soil and Water Agreement. Director Corona noted that there was no “out clause” in the written agreement for termination of the agreement. Director Corona requested that a 30-day “out clause” notice be added to the agreement. President Biancardi stated that TEAM RCD was not investing anything other than participation, which could not be forced under the agreement.

Director Corona moved and President Biancardi moved to table the item to the next meeting.

A roll call was then taken and the motion passed:

Biancardi: Aye

Bryant: Aye

Corona: Aye

Kuhn: Aye

Parkes: Aye

## **III. ACTION ITEMS:**

**A. Subject:** Conservation Technician hire

*Background: The Ad Hoc committee formed to review applications and hold interviews for the Conservation Technician position has been conducting this business.*

President Biancardi and Vice President Bryant, acting as the ad hoc committee, presented a discussion of the recruitment and interview process. The job description was posted on multiple platforms, including college job boards. The closing date was

extended to November 30<sup>th</sup>. Fifteen applications were received. (These applications were previously posted to the TEAM RCD private employee file in Dropbox for access by all board members.) Five applicants were selected for interview. Four applicants were ultimately interviewed. Interviews were for 30 minutes to an hour, which a set list of questions covering areas of TEAM RCD workload, working with others, working independently, outreach skills, etc.

The ad hoc submitted a ranking of the candidates.

President Biancardi further discussed what was necessary to complete the hiring process, including compensation to be paid, hours of work, cell phone policy, commuting distance, and benefits offered. County counsel Christine Valdez will assist TEAM RCD with writing the offer letter.

President Biancardi requested a motion that she be authorized 1) to make offers of employment to the candidates, in the order of the ranking, 2) to offer a relocation package, 3) to offer a salary not to exceed \$75,000, 4) to work with counsel to draft the appropriate offer letter. Start date to be January 7<sup>th</sup>, with the employee expected to relocate by February 15, 2025.

Director Bryant moved, and Director Kuhn seconded, 1) to make offers of employment to the candidates, in the order of the ranking, 2) to offer a relocation package of \$2,000, 3) to offer a salary not to exceed \$75,000, 4) to work with counsel to draft the appropriate offer letter. Start date to be January 7<sup>th</sup>, with the employee expected to relocate by February 15, 2025.

A roll call was then taken and the motion passed:

Biancardi: Aye

Bryant: Aye

Corona: No

Kuhn: Aye

Parke: Aye

**B. Subject:** Document retention project

*Background: Office Manager Rae Shirer has been reviewing and sorting all District documents and designing a data retention system that will comply with Riverside County's standards.*

Rae Shirer presented a spreadsheet of the county document retention schedule, that is being adapted for TEAM RCD purposes. The TEAM RCD retention schedule would include additional categories such as project management documents and grant documents. She noted that there were special considerations regarding meeting recordings and transcripts that would require a fuller discussion of policy and the input of counsel. She asked that this discussion be scheduled for a future meeting.

Manager Shirer requested board input regarding the retention schedule for 1) project records, and 2) grant records.

Following board discussion, Manager Shirer was directed to return to board with a complete proposed TEAM RCD document retention policy for further discuss which includes both project document and grant documents, but not including the retention schedule for meeting materials, transcripts and recordings.

**C. Subject:** TEAMRCD Policy Manual update

*Background: The District's Policy Manual needs an update to correct errors and bring it more in line with current and proposed operations.*

Rae Shirer discussed the four-part proposal for updating the policy manual.

Following board discussion, Director Corona moved, and Director Bryant seconded, that the Board approve parts 1 and 2 of the proposed policy manual update and that Manager Shirer return to the board at January meeting with the redlined version of the manual. At that time, the board will consider part 3 of the proposal. Further, the policy manual update will be a discussion item at every future regular board meeting until the fully updated manual is complete.

A roll call was then taken and the motion passed:

Biancardi: Aye  
Bryant: Aye  
Corona: Aye  
Kuhn: Not present  
Parkes: Aye

**D. Subject:** Mitigation Committee

*Background: Policy number 2120.2.4 states that there should be a standing Land Conservation and Mitigation Committee. Policy number 2120.1 states that the duties of the committees shall be outlined at the time of the appointment.*

Director Bryant moved, and Director Parkes seconded, that Teri Biancardi and Stuart Kuhn be appointed to the Land Conservation and Mitigation Committee.

A roll call was then taken and the motion passed:

Biancardi: Aye  
Bryant: Aye  
Corona: No  
Kuhn: Aye  
Parkes: Aye

## **E. Subject:** Strategic Planning

*Background: The District has been working on its long term strategic planning. Due to illness the last strategic planning session was cancelled.*

Following discussion, Director Bryant moved, and Director Parkes seconded, that the next Strategic Planning session be scheduled for the afternoon of January 23, 2025.

A roll call was then taken and the motion passed:

Biancardi: Aye

Bryant: Aye

Corona: Abstain

Kuhn: Aye

Parkes: Aye

## **IV. DIRECTORS' REPORTS**

- Teri Biancardi: SAWA held a special meeting regarding money paid by OCWD to SAWA and held for future projects to be returned to OCWD. Forest Service Community Wildfire Defense Grant application is due February 28<sup>th</sup> and local fire agencies may be applying.
- Newt Parkes: Homeless Report. Temecula AD 159 seems to have no current activity. Santa Gertrudes and Elsinore Outlet Channel do have homeless activity which has been reported to the cities.
- Pablo Bryant: Director has been trying to reach Darcy at RCFC to coordinate the Watershed clean-up.
- Rose Corona: CARCD policy committee updates—a meeting was held on Tuesday, December 10<sup>th</sup>. There is still a lot of disagreement as to how to approach the bylaws amendment, resolutions, and related policy considerations. She reported that member RCDs are requesting transparency, similar to the Brown Act requirements, although CARCD is a 501(c)(3), not a public agency.

## **V. MANAGEMENT REPORT**

- Rae Shirer – reported that work on the financial audit for the 2023-2024 is nearing completion and will be filed on time.

## **VI. FUTURE AGENDA ITEMS:**

Newt Parkes requested a full financial review be agendaized for the January meeting. Rae Shirer requested that the document retention policy discussion be agendaized for each future meeting.

Rae Shirer requested a policy discussion regarding retaining board meeting materials, including recordings and transcripts be scheduled for a future meeting.

**VII: ADJOURNMENT**

Director Corona moved, and Director Bryant seconded, that the meeting be adjourned.

A roll call was then taken and the motion passed:

Biancardi: Aye

Bryant: Aye

Corona: Aye

Kuhn: Aye

Parkes: Aye

There being no further business to come before the meeting, it was adjourned at 5:32 p.m.

Dated: \_\_\_\_\_  
Newt Parkes, Secretary

**DECEMBER FINANCIAL REPORT:**

**NO BANK STATEMENTS AVAILABLE AT TIME OF POSTING**

## Services Agreement

This Agreement for Services ("Agreement") is between the California Association of Resource Conservation Districts (CARCD), a California nonprofit public benefit corporation, and the Resource Conservation District of Greater San Diego County (RCDGSDC), on behalf of the Southern California Soil Hub (Hub).

The intent of this Agreement is to increase capacity available to the Hub to accelerate regional planning and coordination, representation in the policy arena, on-the-ground implementation work, and fund development among Hub members, while providing maximum flexibility for the Hub in carrying out the scope of work set forth in this Agreement.

### 1. **Term of Agreement**

This Agreement shall be in effect and binding for both parties for **36** months from the last signature date set forth below. The funds allocated under this Agreement are for the sole purposes of hiring and maintaining a Regional Coordinator for the Hub to successfully execute the Scope of Work contained in paragraph 2 below.

2. **Scope of Work:** The purpose of this Agreement is described in **Attachment A- Statement of Work**. The specific tasks to be carried out by the REGIONAL COORDINATOR with support from the Hub are described in **Attachment A**. Except as otherwise specified in **Attachment A**, RCDGSDC will have responsibility for employee payroll, taxes, insurance, and management oversight for the Regional Coordinator. RCDGSDC will ensure all expenses associated with IT, equipment, and travel are covered for the Regional Coordinator.

(a) **Reporting:** RCDGSDC, working with their Hub leadership, will submit quarterly progress reports and a mid-year report on this project to CARCD. RCDGSDC will also be responsible for submitting reporting documentation to CARCD as needed to meet grant requirements. Reporting templates and submission instructions will be provided by CARCD once the Agreement is signed.

3. **Method and Time of Payment:** So long as conditions of Paragraph 4 are met, CARCD will disburse \$360,000 over three years in monthly installments of \$10,000 to RCDGSDC. RCDGSDC will use the funds to hire and support a Regional Coordinator on behalf of the Southern California Hub to execute the scope of work contained in Attachment A. The first payment shall be made in August 2023 and continue monthly through the end of this agreement.



4. **Conditions of Payments:** CARCD is relying on a three-year grant from the Patterson Foundation to fund this agreement. Payments from the Patterson grant occur annually in January 2023, 2024, and 2025. The first payment has been received and enables CARCD to make monthly payments under this agreement through August 2024. CARCD payments past August 2024 are conditioned on receipt of sufficient grant funds from the Patterson Foundation in 2024 and 2025.

5. **Status of RCDGSDC:** Nothing in this Agreement is intended or should be construed to create a partnership, joint venture, or employee-employer relationship between CARCD and RCDGSDC. RCDGSDC will take no position with respect to or on any tax return or application for benefits, or in any proceeding directly or indirectly involving CARCD. RCDGSDC is not the agent of CARCD and is not authorized and must not represent to any third party that RCDGSDC is authorized to make any commitment or otherwise act on behalf of CARCD.

Without limiting the generality of the foregoing:

(a) **Benefits and Contributions.** The employees or agents of RCDGSDC are not entitled to or eligible for any benefits that CARCD may make available to its employees, such as group insurance or retirement benefits. CARCD will not withhold or make payments for social security, make unemployment insurance or disability insurance contributions, or obtain workers' compensation insurance on behalf of RCDGSDC. If, notwithstanding the foregoing, an employee or agent of the RCDGSDC is reclassified as an employee of CARCD by the United States Internal Revenue Service, the U.S. Department of Labor or any other federal or state agency as a result of any administrative or judicial proceeding, RCDGSDC agrees that the employees or agents of RCDGSDC will not, as a result of such reclassification, be entitled to or eligible for, on either a prospective or retrospective basis, any employee benefits under any plans of programs established or maintained by CARCD.

(b) **Taxes.** RCDGSDC is solely responsible for filing all tax returns and submitting all payments as required by any federal, state, or local tax authority arising from the payment of fees to RCDGSDC under this Agreement and agrees to do so in a timely manner. If applicable, CARCD will report the fees paid to the RCDGSDC under this Agreement by filing Form 1099-MISC with the Internal Revenue Service as required by law.

(c) **Compliance with Law.** RCDGSDC will comply with all applicable federal, state and local laws, including laws requiring the payment of taxes, such as income and employment taxes, and social security, disability and other

contributions.

(d) **Records of Compliance.** If requested, the RCD will provide appropriate records to demonstrate compliance with the terms and conditions set forth in this Agreement.

6. **Indemnification:** Each party shall indemnify and hold the other party, its employees, agents and representatives free and harmless from and against all claims, losses, liability and expense (including reasonable attorneys' fees) arising from the indemnifying party's breach of this Agreement or from such indemnifying party's carrying out its obligations under this Agreement, except to the extent that such claim, loss, liability or expense is determined to have been caused by the sole negligence or willful misconduct of the party seeking to be indemnified.

7. **Limitation of Liability:** IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE, SPECIAL OR INCIDENTAL DAMAGES ARISING FROM OR RELATED TO THIS AGREEMENT.

8. **Notices:** Any notice required or permitted by this Agreement shall be in writing and shall be deemed given when personally delivered or when deposited in any United States mail with first class postage paid addressed to the other party at the address set forth after that party's name on the signature page of this Agreement. Either party may change its address for receipt of notices by giving notice of such change to the other party.

9. **Intellectual Property:** Title and full ownership rights of intellectual property developed under this Agreement shall at all times remain with CCI, CARCD, and Hub RCDs, unless otherwise agreed to in writing. Guidance and rules on development and use of shared intellectual property will be developed and agreed upon by all parties.

10. **Entire Agreement; Amendments:** This Agreement is the final, complete and the exclusive agreement of the parties as to the subject matter hereof and supersedes and merges all prior or contemporaneous communications or understandings between the parties. No amendment of this Agreement, including Attachment A, will be effective unless in writing and signed by the parties.

11. **Dissolution of Agreement:** Either party can cancel the agreement with no penalty, upon submitting 30 days notice.

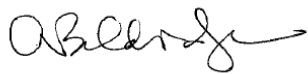
IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date set forth below.

**California Association of Resource Conservation Districts:**

\_\_\_\_\_  
Cam Tredennick, Executive Director

\_\_\_\_\_  
Date

**Resource Conservation District of Greater San Diego County**



\_\_\_\_\_  
Ann Baldrige, Executive Director

7/12/2023  
\_\_\_\_\_  
Date

## Attachment A

### SCOPE OF WORK (SOW) Southern California Soil Hub July 2023-July 2026

#### Background:

Concurrence Forms must be signed and submitted by each participating RCD of the Hub prior to Agreement execution.

**Regional Coordination of Capacity Building, Planning and Implementation.** Regional Coordinators will form the backbone of capacity building, planning and implementation efforts in each region. Regional Coordinators will organize regional needs assessments and develop and help execute regional implementation plans (see below), including coordinating farmer-to-farmer demonstration networks, educational events, outreach and communications efforts, fund development, on-farm planning and implementation, and Hub representation in policy development at the local/regional and state levels.

**Regional Needs Assessments.** Foundational to the Hubs' approach for scaling up carbon farming will be completion of comprehensive regional needs assessments. Needs assessments will document existing programs, resources, and staffing capacity, and identify gaps in technical knowledge and expertise, resources and/or services. *Landscape-scale carbon farming analyses and extensive producer engagement activities will be conducted for each hub region* to quantify carbon sequestration opportunities, with detailed information on associated conservation practice types, potential adoption rates, and implementation costs to shape local, regional and state markets, planning, and program and policy development. Extensive outreach to producer groups and industry leaders, along with local and regional food systems organizers, local government, resource agencies and other stakeholders will be conducted to identify current and emerging needs, innovations, and climate initiatives that can be leveraged to support carbon farm planning and implementation. *Regional technical advisory committees* will be established to ensure broad-based representation and integration of existing efforts in the development of 5-year regional plans.

**Hub Regional Implementation (Business) Plans.** Identifying and integrating all available opportunities to scale transformations in our food and agricultural systems from the ground up will require a tremendous amount of planning and coordination. To ensure collective actions to scale carbon farming are targeted, effective, and deploy resources in an equitable and cost-effective manner, *5-year regional implementation plans* will be developed setting out comprehensive strategies to fill gaps in resource allocation,

technical assistance, and expertise and to prioritize and guide investments in agricultural climate solutions at the farm, regional, and state scale.

**State Policy/Programs and Policy Maker Education.** CCI, CARCD, and The Climate Center will launch a coordinated statewide strategy, in partnership with the Hubs, to educate elected officials and key state agencies on the climate mitigation and resilience work underway in their districts through our local and regional conservation partnerships, and the level and scope of state investments needed to scale carbon farming/regenerative agriculture as a critical element of the state's climate change mitigation strategy. The partners will collectively participate in shaping the Natural and Working Lands (NWL) Scoping Plan and State's Climate Smart Land Strategy (2023-2024), including establishing an ambitious 2030 (and 2038 and 2045) climate target for working lands (including agriculture) and shaping the key strategies, priority actions, and investments to reach this target, being lead by the California Natural Resources Agency (CNRA). The landscape-scale assessments of carbon sequestration opportunity conducted by the Hubs, coupled with extensive producer stakeholder engagement and implementation planning, will serve as a critical foundation and roadmap for the NWL Scoping Plan process.

The Hubs, working in partnership with CCI and CARCD, will also organize RCDs and their agricultural constituencies in outreaching to and educating state and federal agencies on the importance of building local and regional planning capacity through our existing agricultural conservation partnerships (e.g., RCDs, Cooperative Extension, and USDA-NRCS District Offices). CCI and CARCD will develop customized outreach materials and assist in sponsoring agricultural field tours for and arranging office visits with elected officials covering all 38 counties. The Hubs, CCI, and CARCD will attend all of the CA Department of Food and Agriculture (CDFA) Office of Environmental Farming and Innovation quarterly meetings and provide stakeholder feedback on CDFA Climate-Smart Agricultural Programs, focused on how their investments can support scaling carbon farming/regenerative agriculture at the local level. The partners will meet with key staff at CNRA on the valuable work and capacity needs of RCDs and their partners across the state.

**Private and Public Fund Development Strategy.** CCI, CARCD, and the Hubs will work to secure public sector climate investments to continue building local and regional capacity, including funding for non-RCD regional conservation partners, and for scaling on-farm carbon farm planning and implementation. Regional planning grant proposals will be submitted to the Department of Conservation's Sustainable Agricultural Lands Conservation Grant Program; the new Climate-Smart Land Management Grant Program; the Strategic Growth Council's Regional Climate Collaborative Grant Program; and, the Governor's Office of Planning and Research's new Integrated Climate Adaptation and Resiliency Grant Program. New USDA Natural Resources Conservation Service funding programs for Regional Conservation Partnerships will also be leveraged. State funding support for carbon farm planning and implementation will be secured through CDFA's Climate-Smart Agriculture grant programs and its new Conservation Agriculture Planning

Grant Program through regional, multi-RCD block grant applications. We will continue to secure implementation funding through various state agencies, including the Wildlife Conservation Board, Department of Water Resources, CDFA's Healthy Soils Program, and CalRecycle. We also expect to secure support from new and refined state programs that will be developed as part of the NWL Scoping Plan process (see **State Policy** above).

**Purpose:**

The Regional Coordinator will help establish a Regional Carbon Farming/Soil Hub with Hub RCDs that includes deep engagement with local and regional agricultural conservation partners, agricultural producers and associations, and other stakeholders. Assess regional carbon sequestration potential on agricultural lands and increase the technical and financial capacity of Hub RCDs and partners to scale agricultural climate solutions in California.

**Objectives:**

Organize a regional needs assessment and develop and execute a regional implementation plan based on carbon sequestration potential; oversee and coordinate farmer-to-farmer demonstration networks, educational events, outreach and communications efforts, fund development, on-farm planning and implementation, and Hub representation in policy development at the local/regional and state levels; and work with CCI and CARCD to launch a coordinated statewide, legislative strategy, including organizing tours for elected officials.

Phase I:

1. Develop a framework and strategic work plan for establishing and sustaining a Regional Hub. Components of this framework will include the following:
  - Develop strong partnerships with other agricultural conservation organizations; local, state, and federal government; agricultural associations and producer groups; and other stakeholders.
  - Identify and to the extent possible quantify opportunities to enhance carbon capture in terrestrial plant biomass and soil organic matter on working landscapes within the region, including a list of potential practices, acreage and environmental co-benefits (ecosystem services).
  - Recognize and describe possible limiting factors and foreseeable challenges relating to economics, cultural beliefs, regulations, outreach, education and access to technical and financial assistance.
  - Specify additional technical expertise and financial needs of Hub RCDs.
  - Brainstorm future funding avenues for Phase II and long-term sustainability of biological carbon sequestration projects including connecting with local and regional GHG reduction efforts.

2. Increase the technical and financial capacity of RCDs to scale agricultural climate solutions, including:

- Submit regional grant proposals to build RCD technical capacity.
- Work with CARCD and CCI to execute on a statewide legislative outreach strategy and provide input on state and federal conservation program development.

### **CCI and CARCD MATCH**

CCI and CARCD staff will provide on-going training, education, support to the Regional Coordinator; assist with regional needs assessment, landscape-scale carbon sequestration assessments, and 5-yr implementation plan development; statewide coordination of Regional Carbon Farming Hub Network; and legislative outreach strategy.

### **BUDGET**

Regional Carbon Farming Hub Regional Coordinator (salary/benefits/other expenses.)	\$120,000.00
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New Options Business Services, LLC  
5558 E. La Palma Ave.  
P.O. Box 17461  
Anaheim, CA 92817

Phone: (657) 333-2156  
Fax: (714) 844-9121  
On the web: <http://NewOptions4.biz>

November 14, 2024

To: Board of Directors  
Temecula Elsinore Anza Murrieta RCD

### **PROPOSAL – REVIEW AND UPDATE OF POLICY MANUAL**

1. Review and format existing Policy Manual, last adopted January 24, 2018
  - a. Perform spelling and grammar check.
  - b. Add revision date to each section of manual.
  - c. Preserve reformatted document as PDF file for records of TEAM RCD

Estimated time: 3 hrs @ \$30 \$90.00  
Present to board at January 2025 meeting

2. Prepare redlined version of last manual, with proposed administrative changes.
  - a. Update “District Manager” to Office Manager where appropriate.
  - b. Update organizational addresses and other general information.
  - c. Locate and identify all policy revisions since January 2018, i.e., changes to Associate Director policy, passed by board. Incorporate revisions into redlined version.
  - d. Update revision date of each section in redlined version.
  - e. Present to Board of Directors for approval of administrative revision.

Estimated time: 5 hrs @ \$30 \$150  
Present to board at January 2025 meeting

3. Perform substantive review and update.
  - f. Review Job Descriptions in Series 3000.
  - g. Prepare proposed additions/revisions to District Manager/Office Manager
  - h. Present Job Descriptions to Board of Directors for discussion, possible further revision (special meeting).
  - i. Review all Series to assure compliance with current law regarding operation of board and employment law.
  - j. Incorporate update to document retention policy.
  - k. Identify areas for further review by legal counsel.
  - l. Prepare bluelined version of with proposed substantive changes, present to Board of Directors.
  - m. Receive Directors’ changes, revisions, finalize document for board approval.

Estimated time: 15 hrs at \$125/hr \$1875  
Special meeting of board to review Job Descriptions: February 2025  
Presentation of bluelined document: April 2025  
Final Approval by Board: May 2025

TOTAL: Not to exceed \$2,250

## SOCAL INLAND REGION: 2024 ELECTION PACKET

**To:** SoCal Inland Region Member District Board Presidents and District Managers/Executive Directors:

- Antelope Valley
- Inland Empire RCD
- Mission RCD
- Riverside-Corona RCD
- San Jacinto Basin RCD
- TEAM RCD

**RE:** 2024 SoCal Region Elections

**Summary:** SoCal Inland Region is one of ten geographic regions organized within the California Association of Resource Conservation Districts. Under the Association's Bylaws, each Region shall biennially, at the Region's regular meeting, elect a Regional Chair and Regional Vice Chair. The term of Regional Chair and Regional Vice Chair shall be 2 years and they may succeed themselves. The SoCal Inland Region is listed in the Bylaws as one of the regions holding elections during even years. The only Bylaws' guidance for region elections consists of noting that each should provide a reasonable opportunity for:

- The making of nominations at the regular Regional meeting at which the election will be held
- Communicating to the delegates of the Region's Member Districts the nominee's qualifications and the reasons for the nominee's candidacy
- All nominees to solicit votes.

Nancy Sappington and Michele Tracy were elected to Region Chair and Vice-Chair, respectively, at the October 30th, 2023 Region Meeting hosted by SJBRCD. Ms. Sappington presided over the October 2024 Region Meeting hosted by TEAMRCD. In November of 2024, RCRCDC noted that while both Ms. Sappington and Ms. Tracy were elected in an odd-year, that CARCD Bylaws do include a sentence noting that SoCal Inland Region should hold its elections in even years. There is no way to call for nominations and hold elections at the region meeting this year as it has already occurred. Accordingly, nominations and elections are now occurring over email due to the rapidly approaching end of the current even year.

This election packet includes:

- Statement of qualifications - Rose Corona, candidate for Region Chair
- Statement of qualifications - Nancy Humenik Sappington, incumbent and candidate for Region Chair
- Name of candidate for Region Vice-Chair - Michele Tracy
- Instructions for voting

Because this is the first SoCal Inland election with more than one candidate in many years, the casual single-candidate election typically observed may not be the best fit with member districts. It is likely

that member districts of SoCal Inland will need to go to their governing boards of directors to secure permission to vote for one of the Region Chair candidates. This is up to each member district, as it is connected with existing authority delegated to each member district representative. There is no additional Bylaws guidance on individual district requirements for submitting votes.

**Instructions for Voting:**

- DUE DATE: January 31st, 2025 at 5 PM
- METHOD: one of the following options
  - BY MAIL or arranged in-person drop off using the ballot in this packet, TO:
    - IERCD  
25864 Business Center Drive  
Suite K  
Redlands, CA 92374  
Coordinate drop-off: Valerie Velazquez: [vvelazquez@iercd.org](mailto:vvelazquez@iercd.org)
  - Electronically:
    - Google form submittal; link sent in Voting Instructions - SoCal Inland Region Elections email

Once a vote is submitted, it will be attributed to the submitting district. At the end of the voting period, the results will be announced with a published list of member districts and votes cast. This is being done for transparency and because member district voting would be known if done in person. As stated in the Bylaws, the elected Region Chair will assume office immediately and CARCD will be notified of the winning candidate.

**Next Election:** Fall SoCal Inland Region Meeting, Oct/Nov 2026

## CANDIDATE STATEMENTS OF QUALIFICATIONS - REGION CHAIR

*Nancy Humenik Sappington, IERCD/Current SoCal Inland Region Chair*

My name is Nancy Humenik Sappington and I have been on IERCD's Board of Directors since 2020. During this time, I have been active in attending region and annual meetings hosted by CARCD, the National Association of Conservation Districts, and the California Special Districts Association. I have also completed my certificate in Special District Leadership, certifying expertise in district finance, governance, and administration. In addition, I am a certified arborist and a board member of the Inland Urban Forest Council and Vice-President of the CA Urban Forest Council. I have a long career in conservation in both the public and private sectors.

I have represented SoCal Inland Region as the Region Chair since our fall 2023 meeting, attending CARCD Board Meetings, trainings and conferences where my expertise in parliamentary procedure has helped keep meetings focused as the Association works to build strength with a relatively new staff and many new board members. I spent the last year serving as Chair of the Joint Forestry Committee which has connected me to key partners and internal contacts involved in the growing programming and funding supporting critical regional forestry coordination and facilitation, much of which is done by Districts throughout California. If elected, I would plan to continue to work to strengthen both our region and the Association through remaining strongly engaged at all levels of RCD and Association work.

*Rose Corona, TEAMRCD*

I appreciate the opportunity to volunteer for this position. I have been a Director of TEAM RCD for 10 years (President for 8) and presently am on the Policy Committee of the CARCD. Along with being a business owner, I am also a farmer whose family has been in agriculture for over 100 years in California, therefore the experience in water, legal, regulatory and land issues that Michele has mentioned in her nomination. These issues always come with the territory when you deal with agriculture.

I would be honored to help lead our SoCal region in advancing the interests not only of our region but that of all RCD's in California to build a strong bond for all that brings synergy to our shared interests in order to insure the future of Conservation and the goals of Resource Conservation Districts.

## CANDIDATE - REGION VICE-CHAIR

*Michele Tracy, San Jacinto Basin RCD*

SOCAL INLAND REGION BALLOT - 2024 ELECTION


- 1. Date \_\_\_\_\_
- 2. Name \_\_\_\_\_
- 3. District \_\_\_\_\_
- 4. Email \_\_\_\_\_
- 5. SoCal Inland Region Chair Vote: Please select ONE:
  - Nancy Humenik Sappington, IERCD
  - Rose Corona, TEAMRCD
- 5. SoCal Inland Region Vice-Chair - Please Vote:
  - Michele Tracy, SJBRCD

\_\_\_\_\_  
NAME OF PERSON SUBMITTING

\_\_\_\_\_  
SIGNATURE, PERSON SUBMITTING

**Submittal Instructions:** MAIL or make arrangements to drop off in-person to IERCD, to be received no later than Friday, January 31st, 2025 at 5 PM, to:

IERCD  
25864 Business Center Drive  
Suite K  
Redlands, CA 92374

**From:** Weeks, Scott@CDFA Scott.Weeks@cdfa.ca.gov   
**Subject:** RE: TEAMRCD WETA Agreement # 23-0663-000-SG modification request  
**Date:** December 23, 2024 at 2:24 PM

SW

**To:** Rae Shirer manager@teamrcd.org, Teri Biancardi teri.biancardi@teamrcd.org  
**Cc:** CDFA EO OEFI Climate Smart Agriculture Technical Assistance@CDFA CDFA.OEFI\_CSA\_TA@cdfa.ca.gov, Jamis, Steph@CDFA Steph.Jamis@cdfa.ca.gov, Satpanthi, Rukmi@CDFA Rukmi.Satpanthi@cdfa.ca.gov

Thank you Rae for confirming. I have updated the SOW to reflect this total and approved the PMR. In the coming days, Rukmi will work on updating your invoice so you can bill for the new hire/contractor. Thank you for the information.

Please let me know if CDFA can support your further.

Scott Weeks  
SWEEP Senior Environmental Scientist

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**From:** Rae Shirer <manager@teamrcd.org>  
**Sent:** Monday, December 23, 2024 2:19 PM  
**To:** Weeks, Scott@CDFA <Scott.Weeks@cdfa.ca.gov>; Teri Biancardi <teri.biancardi@teamrcd.org>  
**Cc:** CDFA EO OEFI Climate Smart Agriculture Technical Assistance@CDFA <CDFA.OEFI\_CSA\_TA@cdfa.ca.gov>; Jamis, Steph@CDFA <Steph.Jamis@cdfa.ca.gov>; Satpanthi, Rukmi@CDFA <Rukmi.Satpanthi@cdfa.ca.gov>  
**Subject:** Re: TEAMRCD WETA Agreement # 23-0663-000-SG modification request

**CAUTION : [External Email]** - This email originated from outside of our CDFA organization. Do not click links or open attachments unless you recognize the sender and know the content is expected and is safe.

Scott: the pump tests cost \$500 each. An additional \$15,000 funds an additional 30 tests.

Yes, this brings the total to 45 tests for the life of the grant.

Rae Shirer

Rae Shirer  
Office Manager  
(657) 333-2156



**From:** Mia Lorence agprograms@missionrzd.org  
**Subject:** December Paragraph Update  
**Date:** December 31, 2024 at 10:37 AM  
**To:** Teri Biancardi teribiancardi@icloud.com  
**Cc:** Ani Vartanians aniv@missionrzd.org

ML

Hi Teri,

Here is my paragraph for December:

In my final month as a Climate Corps fellow, I've continued to prioritize WETA sign-ups, particularly for disadvantaged groups, while also preparing for future workshops in 2025. This month, we conducted only one WETA evaluation, as the other farms we assisted were part of the San Diego County Water Authority program. To keep momentum, I've worked to secure more WETA evaluations for January, and so far, we have three scheduled, with two more potential farms pending confirmation. Notably, two of these scheduled evaluations are for disadvantaged farms. Additionally, we're planning a Hands-On Irrigation Workshop for January in the TEAM RCD region. We're excited to bring this workshop back and have already received six RSVPs. Although my fellowship is coming to an end, I'll be staying on with Mission RCD to help with WETA program workshops, and I'm eager to continue contributing to this effort. Reflecting on my 10 months as a fellow, I'm proud of the progress we've made. I was able to sign up 30 of the 40 evaluations we planned, putting us more than halfway to our goal of assisting 72 farmers by 2026. We also successfully met our goal of hosting one workshop each quarter, with four workshops held and one more scheduled for January. Overall, I'm pleased with my accomplishments and the valuable connections I've made in the conservation field. I wish the best for TEAM RCD and look forward to future collaborations.

**Mia Lorence**

Agriculture Programs Specialist | TEAM RCD | Mission RCD

[Climate Corps Fellow](#) | [Strategic Energy Innovations](#)

p: (760) 728-1332

e: agprograms@missionrzd.org

<https://www.teamrzd.org/>

<https://www.missionrzd.org/>





**Water Efficiency Technical Assistance (WETA) Program**  
**Grant Narrative Report: Irrigation and Nutrient Management Training**  
**Work Period: 12/01/24 – 12/31/24**  
**Completed by: Mary L Rodriguez**  
**Date Submitted: 1/2/25**

**Work Summary WETA Program- December 2024**

Date_time	Hours	Notes	Rate	Total
12/2/2024 17:00	0.75	Finish and send WETA Work report of November	45	33.75
12/3/2024 16:45	1.5	Changes on the design of the flyer for the meeting this week with SWA.	45	67.5
12/4/2024 9:15	1.25	Send November report, Flyer additions	45	56.25
12/4/2024 14:15	0.25	Call Mia for feedback on the Workshop in January	45	11.25
12/5/2024 11:00	1	Newsletter work	45	45
12/5/2024 13:15	2	meeting SWA about next Workshop and setting up the date for January	45	90
12/11/2024 9:00	3.5	Connect with Mia about upcoming publications on our website. Follow up with Tonia for grower confirmation. Connect with a couple of growers in Temecula asking for irrigation evaluation.	45	157.5
12/17/2024 9:15	5.25	Communication with the Small winegrower’s association, Add map to the flyer of irrigation workshop for parking directions. Changes on the flyer, Prepare the agenda for the event.	45	236.25
12/18/2024 16:15	2.25	Add adjustment on the map for location of the Workshop, Sent final version of the flyer to the small winegrowers Association. Draft for emails for tomorrow’s social media communications. Elaborate a plan of work to bring more growers to the Workshop.	45	101.25
12/19/2024 7:00	2.75	Start working on the monthly report, Confirmation event days for farmers connection, Unload files of flyers	45	123.75
12/21/2024 17:15		Instagram flyer		
12/21/2024 17:30	0.25	Mission RCD Instagram and send updated flyer to the Association for publication on their website.	45	11.25
12/28/2024 12:30	3	Review website for SWA for flyer publication, not published yet, Prepare email drafts to send reminders Monday morning. Prepare a draft for the agenda of next event in Temecula. Get list of materials we might need for the evaluation, including snacks.	45	135
	23.75		<b>TOTAL</b>	<b>1068.75</b>



### **Project Progress for Objectives:**

- The Outreach to growers for WETA events has been approved.
- The Workshop for January 18<sup>th</sup> in Temecula: **Irrigation Evaluation Hands-on training** has been scheduled.
- Farm for the Workshop on January 18<sup>th</sup> has been confirmed.
- A Flyer was designed for the Workshop.
- Promotion of the WS Irrigation Evaluation Hands-on training with the Small Growers Wine Association, Farm Bureau SD and Riverside.

### **Project Goals for Next Period:**

- Distribute flyers for the Workshop.
- Coordinate and Support the Workshop in Temecula: **Irrigation Evaluation Hands-on training**.
- Follow up on reminders for the Newsletter related to the Workshop using MRCD and TEAM.
- Plan an Irrigation Workshop in Spanish for the month of March.
- Create a proposal of topics for the following Workshop.

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Chase CD	
Chase CD - Benton Channel	165,000.00
Chase CD - Greer Ranch	125,000.00
Chase CD Interest - 0618	49,804.73
<b>Total Chase CD</b>	<b>339,804.73</b>
Checking/Savings	
Chase Flood - 0600	449,150.14
Chase General - 0592	91,213.26
Chase Platinum - 9070	98,244.87
<b>Total Checking/Savings</b>	<b>638,608.27</b>
<b>Total Bank Accounts</b>	<b>\$978,413.00</b>
Accounts Receivable	
Accounts Receivable (A/R)	37,836.33
<b>Total Accounts Receivable</b>	<b>\$37,836.33</b>
Other Current Assets	
Clearing	0.00
Interest Receivable	0.00
Other Receivable	0.00
Prepaid Insurance	0.00
Prepaid Rent	0.00
Uncategorized Asset	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$1,016,249.33</b>
Fixed Assets	
Adeline Farms Easement	162,750.00
Clinton Keith Land	475,000.00
Greer Ranch Easement	110,000.00
<b>Total Fixed Assets</b>	<b>\$747,750.00</b>
Other Assets	
Other Assets	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,763,999.33</b>

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	45.31
<b>Total Accounts Payable</b>	<b>\$45.31</b>
Credit Cards	
AMEX 41005	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
California Department of Tax and Fee Administration Payable	0.00
Deposits Payable	0.00
Out Of Scope Agency Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$45.31</b>
<b>Total Liabilities</b>	<b>\$45.31</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	1,654,366.50
Net Income	109,587.52
<b>Total Equity</b>	<b>\$1,763,954.02</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,763,999.33</b>

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Profit and Loss July - December, 2024

	TOTAL
Income	
Investments	
Interest Income	-1,197.02
<b>Total Investments</b>	<b>-1,197.02</b>
RCFC Pilot Projects	
Helash Mitigation Site	5,645.83
Hildy	5,645.83
Morgan Valley Wash	5,922.59
Murrieta Creek - Line F	3,640.93
Murrieta Creek-Temecula IIA	5,649.83
Palomar Corydon Channel	2,489.79
Santa Gertrudis Creek	20,672.46
Temecula Creek AD 159	27,618.02
Transient Monitoring	17,602.56
Tucalota Creek Phase I & II	5,629.45
Tucalota Creek Phase III	5,629.45
VV Channel	22,928.15
Warm Springs/Benton Channel	41,407.07
Warm Springs/French Valley	11,131.03
Wildomar Channel	3,642.43
<b>Total RCFC Pilot Projects</b>	<b>185,255.42</b>
Service/Fee Income	
Grant Revenue	94,185.75
<b>Total Service/Fee Income</b>	<b>94,185.75</b>
<b>Total Income</b>	<b>\$278,244.15</b>
<b>GROSS PROFIT</b>	<b>\$278,244.15</b>
Expenses	
General and Administration	
Accounting Fees	
Audit and Audit Documentation	3,000.00
Bookkeeping	763.10
<b>Total Accounting Fees</b>	<b>3,763.10</b>
Administrative Consulting	1,589.90
Computer, Data and Software	171.00
Insurance - Liability, D and O	2,769.86
Legal Fees	3,137.93
Membership Dues	1,000.22
Printing and Copying	225.34
Quickbooks-Accounting	288.00
Storage	586.90
Telephone, Telecommunications	203.94

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Profit and Loss  
July - December, 2024

	TOTAL
Travel and Meetings	
Area Meeting	722.12
Conference, Convention, Meeting	495.00
<b>Total Travel and Meetings</b>	<b>1,217.12</b>
Website Expenses	252.00
<b>Total General and Administration</b>	<b>15,205.31</b>
<b>SERVICE COSTS</b>	
Contract Services	
RFC FACILITIES	
HOMELESS MONITORING	6,583.36
MORGAN VALLEY WASH	82.03
SANTA GERTRUDIS CREEK	28,436.43
TEMECULA CREEK AD 159	14,068.35
TUCALOTA CREEK 3	1,148.03
TUCALOTA CREEK I & II	1,147.16
VV CHANNEL	7,735.86
WARM SPRINGS / FRENCH VALLEY	410.15
WARM SPRINGS/BENTON CHANNEL	4,338.27
<b>Total RFC FACILITIES</b>	<b>63,949.64</b>
<b>Total Contract Services</b>	<b>63,949.64</b>
FC - Annual Fee	739.50
Grant Administration Expense	55.00
Consultants and Contracts	1,750.00
Conservation Tech	64,200.00
Irrigation Mobile Lab	
Irrigation Evaluations	10,605.41
Pump Efficiency Tests	2,500.00
Soil Testing	416.55
<b>Total Irrigation Mobile Lab</b>	<b>13,521.96</b>
NCRS Training and Support	2,215.00
Program Management	675.00
Reimbursable Travel	1,034.21
Supplies	23.86
Workshop Support	4,783.75
<b>Total Consultants and Contracts</b>	<b>88,203.78</b>
Program Administration	503.40
<b>Total Grant Administration Expense</b>	<b>88,762.18</b>
<b>Total SERVICE COSTS</b>	<b>153,451.32</b>
<b>Total Expenses</b>	<b>\$168,656.63</b>
<b>NET OPERATING INCOME</b>	<b>\$109,587.52</b>

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Profit and Loss

July - December, 2024

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	TOTAL
NET INCOME	<b>\$109,587.52</b>

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# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## WETA Grant Cumulative Actuals to Budget

All Dates

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Service/Fee Income				
Grant Revenue	96,250.42	354,000.00	-257,749.58	27.19 %
<b>Total Service/Fee Income</b>	<b>96,250.42</b>	<b>354,000.00</b>	<b>-257,749.58</b>	<b>27.19 %</b>
<b>Total Income</b>	<b>\$96,250.42</b>	<b>\$354,000.00</b>	<b>\$ -257,749.58</b>	<b>27.19 %</b>
<b>GROSS PROFIT</b>	<b>\$96,250.42</b>	<b>\$354,000.00</b>	<b>\$ -257,749.58</b>	<b>27.19 %</b>
<b>Expenses</b>				
<b>SERVICE COSTS</b>				
Grant Administration Expense				
Consultants and Contracts				
Conservation Tech	64,200.00	145,800.00	-81,600.00	44.03 %
Education Resources Contract		0.00	0.00	
Irrigation Mobile Lab		0.00	0.00	
Irrigation Evaluations	20,009.16	62,360.00	-42,350.84	32.09 %
Pump Efficiency Tests	6,500.00	22,500.00	-16,000.00	28.89 %
Soil Testing	502.46	6,265.00	-5,762.54	8.02 %
Well Testing		3,375.00	-3,375.00	
<b>Total Irrigation Mobile Lab</b>	<b>27,011.62</b>	<b>94,500.00</b>	<b>-67,488.38</b>	<b>28.58 %</b>
NCRS Training and Support	5,944.38	10,200.00	-4,255.62	58.28 %
Program Management	2,666.25	5,790.00	-3,123.75	46.05 %
Reimbursable Travel	1,917.13	9,380.00	-7,462.87	20.44 %
Supplies	878.01	1,600.00	-721.99	54.88 %
Workshop Support	8,315.00	24,000.00	-15,685.00	34.65 %
<b>Total Consultants and Contracts</b>	<b>110,932.39</b>	<b>291,270.00</b>	<b>-180,337.61</b>	<b>38.09 %</b>
Other		9,630.00	-9,630.00	
Program Administration	590.40	53,100.00	-52,509.60	1.11 %
<b>Total Grant Administration Expense</b>	<b>111,522.79</b>	<b>354,000.00</b>	<b>-242,477.21</b>	<b>31.50 %</b>
<b>Total SERVICE COSTS</b>	<b>111,522.79</b>	<b>354,000.00</b>	<b>-242,477.21</b>	<b>31.50 %</b>
<b>Total Expenses</b>	<b>\$111,522.79</b>	<b>\$354,000.00</b>	<b>\$ -242,477.21</b>	<b>31.50 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -15,272.37</b>	<b>\$0.00</b>	<b>\$ -15,272.37</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$ -15,272.37</b>	<b>\$0.00</b>	<b>\$ -15,272.37</b>	<b>0.00%</b>